

E-Mail ALPERSRU AH/02

**Subj: PRINTING TRANSACTION LOGS FOR COURTS-MARTIAL AND
NON-JUDICIAL PUNISHMENT (NJP) TRANSACTIONS**

Ref: (a) [COMDTINST M1080.10 \(series\), Military Personnel Data Records System](#)

Purpose This E-mail ALPERSRU establishes requirements for printing and distributing CGHRMS Transaction Logs for completed courts-martial and NJP transactions.

Discussion A permanent record of this type of transaction is required to be available in the consolidated PDR, which is sent to the [National Personnel Records Center](#) (NPRC) following a member's separation from the service. Personnel managers do not always have access to a member's electronic PDR, but need to know of any courts-martial or NJP events and the narrative description of an offense. The conversion to CGHRMS did not allow for the printing of the Court Memorandum Transaction Log. Therefore, courts-martial and NJP information is currently only available in one place, the CGHRMS Database.

PERSRU Action When completing Courts Martial and NJP transactions, PERSRUs shall print the CGHRMS transaction log and distribute it in accordance with the instructions for the Court Memorandum Transaction Log in reference (a).

Copy -- CGPC (adm-3) for filing in the member's HQ PDR
Original -- File in section 2 of the member's PERSRU PDR

Note: Printed Transaction logs created by CGHRMS for courts-martial and NJP transactions are permanent records.

The CGHRMS menu path is:

[Administer Workforce](#) > [Manage Labor Relations \(GBL\)](#) > [Report](#) > **Disciplinary Report**

The online help at <http://cghrms.osc.uscg.mil> provides detailed procedures.

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**PERSRU
Action
(continued)**

A report, identifying courts-martial and NJP transactions entered since CGHRMS's implementation will be e-mailed to each PERSRU's unique email address. The report lists the employee IDs, names, transaction dates, and type codes for each courts-martial and NJP transaction entered in CGHRMS by the receiving PERSRU through 3 December 2002 (mid-month December final update cutoff).

Upon receipt PERSRUs should print and distribute the transaction logs per the instructions above.


Note: The report is intended for onetime use only. All future courts-martial and NJP transaction logs should be printed and distributed when the Disciplinary Action is entered in CGHRMS.

Questions

Questions may be directed to the CGHRMS Help Desk at 785-339-3540 or via e-mail to HRSIC-CGHRMS@hric.uscg.mil. CGHRMS instructions, [Entitlements Desk Reference Guides](#), and user access forms can be obtained from the CGHRMS web site at <http://cghrms.osc.uscg.mil>.

Released by

Internet release authorized.


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